National
Endowment
for the Arts

Application
Guidelines
Fiscal Year
1984

Museums Program
New Telephone Number
(202) 682-5442

Museums 84

Application Calendar

Application Deadline Category	Notification of Grant Award or Rejection	Earliest Project Beginning Date
March 7, 1983 Special Exhibitions Visiting Specialists	**October 1983**	**October 1, 1983**
June 27, 1983 Utilization of Museum Resources Catalogue Visiting Specialists	**December 1983**	**January 1, 1984**
September 26, 1983 Conservation Collection Maintenance Visiting Specialists	**March 1984**	**April 1, 1984**
January 3, 1984 Museum Training Fellowships for Museum Professionals Museum Sabbaticals Visiting Specialists	**June 1984**	**July 1, 1984**

October 1982

Preface

The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of the National Council on the Arts on Goals and Basic Policy of the National Endowment for the Arts

This statement of the goal of the National Endowment for the Arts, its role and responsibilities in the artistic life of the nation, is rooted in certain fundamental convictions.

These include the belief that there is a response to the world which may be termed aesthetic awareness, a distinctive perception of the aesthetic dimension of our physical and social environment.

This perception is unique to humankind and has existed as a fundamental part of all human societies from the earliest times. It is through the various arts that this perception of the world is sharpened, enlivened, expressed, and developed as a celebration of life in all its forms.

Cultivation of this awareness is a societal good as it quickens the experience of life and enhances its quality. Thus, the condition of the arts is an appropriate concern of the people and hence a proper concern of government. In recognition of this fact, the National Endowment for the Arts was created.

It is not the intention of this statement to define "art." The term is to be understood in its broadest sense; that is, with full cognizance of the pluralistic nature of the arts in America, with a deliberate decision to disclaim any endorsement of an "official" art and with a full commitment to artistic freedom.

The goal of the Endowment is the fostering of professional excellence of the arts in America, to nurture and sustain them, and equally to help create a climate in which they may flourish so they may be experienced and enjoyed by the widest possible public.

Within this goal there are five basic policies which include the following:

I. Individual Creativity and Excellence

To foster creative effort by individual artists:

A. through support for individuals, including non-institutional ensembles, of high artistic talent and demonstrated commitment to their field within the arts;

B. through support of training and development of individual artists.

II. Institutional Creativity and Excellence

To foster creative effort and the development of excellence in the arts in America:

A. through support of institutions for projects and productions of substantial artistic significance, originality, and imagination;

B. through development of staff resources and through support of service organizations that provide technical and informational assistance to artists and institutions for the pursuit and achievement of standards of professional excellence in the arts.

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Statement of the National Council on the Arts on Goals and Basic Policy of the National Endowment for the Arts, continued

III. The Living Heritage

To preserve the artistic birthright of present and future generations of Americans by supporting survival of the best of all art forms which reflect the American heritage in its full range of cultural and ethnic diversity.

IV. Making the Arts Available

To insure that all Americans have a true opportunity to make an informed, an educated choice to have the arts of high quality touch their lives so that no person is deprived of access to the arts by reason of:

- Geography
- Inadequate income
- Inadequate education
- Physical or mental handicaps
- Social or cultural patterns unresponsive to diverse ethnic group needs.

V. Leadership in the Arts

With responsiveness to the needs of the field, to provide leadership on behalf of the arts:

A. through advocacy and cooperation with other governmental agencies, on all matters relating to the arts;

B. through advocacy with private institutions to stimulate increasing support for the arts from the private sector;

C. through exploration of effective ways in which the arts may be used to achieve desirable social ends;

D. through enlargement of the public's knowledge, understanding, and appreciation of the arts.

In carrying out these policies, reliance on the tested principle of review by peer panels is critical. To draw upon the judgment and experience of individual artists and other professionals in the arts—particularly those on the National Council, its committees, and the Endowment panels—is essential to establishing policies and making informed decisions in support of the arts.

The principle that financial support from the Endowment be matched by non-federal monies is also central to the manner in which these policies are carried out. While strongly affirming the value of the matching principle, the Endowment should give careful attention to the needs of developing arts groups of special merit which may not be able initially to adhere fully to the matching principle but are otherwise deemed worthy of support.

Information about the Endowment and its programs is contained in the Endowment's *Guide to Programs* which is available from:

Public Information
National Endowment for the Arts
Washington, D.C. 20506

Table of Contents

Introduction	4
We Fund	4
We Do Not Fund	4
Important Information	4
Application Review	6
Changes in the Fiscal Year 1984 Guidelines	7
Categories of Funding	8
Special Exhibitions	8
Museum Collections and Resources	9
Utilization of Museum Resources	9
Catalogue	10
Conservation	11
Collection Maintenance	11
Special Projects	12
Professional Development	12
Museum Training	12
Museum Sabbaticals	13
Fellowships for Museum Professionals	13
Visiting Specialists	15
Other Programs of Interest	16
Application Information for Organizations	17
Legal Requirements	17
Methods of Funding	18
General Allowability of Project Costs	19
How to Apply	20
Instructions for Completing Organization Grant Application Form	21
Application Forms for Organizations	23
Organization Grant Application Form NEA-3 (Rev.)	23
Assurance of Compliance Form	31
Supplementary Information Sheets	33
Application Form for Individuals	51
Individual Grant Application Form NEA-2 (Rev.)	51
Application Acknowledgment Card	Back cover

Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications.
- The program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums.
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

Important Information

Please read this booklet carefully. Be sure to review the information on this and the following three pages before reading the category descriptions. Applicants may submit more than one application in each category.

Organizations applying for support should consult both the general instructions on how to apply (beginning on page 20) and the special application requirements that appear in each section. These requirements tell what supporting materials you will need to send with your application. Do not send these materials separately.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 6.

If you have questions or need any help with your application, write or phone:

Museum Program
National Endowment for the Arts
Washington, D.C. 20506
202/634-6164

Eligibility Requirements

Organizations

While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: "... a non profit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

In addition to museums, organizations that serve museums, organizations that perform museum functions, state arts agencies, and regional arts organizations are also eligible to apply to the Museum Program.

Eligibility Requirements, continued

Grantee organizations must meet the following legal requirements:

1. Be tax-exempt.
2. Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972.
3. Pay prevailing wages.

See page 17 for details on these requirements.

In general, organizations should be in operation two years prior to submitting an application.

Individuals

Only currently employed museum professionals may apply for fellowships.

Preparing Your Application

The application form and the supplementary information sheets at the back of this booklet are the primary materials that advisory panelists use in evaluating applications. Please complete all items on these forms clearly and concisely, *using the space allotted on the forms*. More in-depth descriptive information and resumes may also be included as part of your overall application package, but in most instances these additional items will be used as back-up material only. Please summarize resumes in the space provided, as instructed. Use standard-size type on all your application materials. Do not use photoreduction to try to fit more words onto the forms.

Try to avoid using "jargon." The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Applications for projects that may be esoteric or highly specialized should be accompanied by written materials or slides that will enable panelists reviewing the applications to make adequate judgments. If you have questions about the need for such supplementary material please write or call the Museum Program.

Scope of Projects

Although the Endowment welcomes the vitality of new projects and activities, organizations may request assistance to strengthen existing programs or previously supported projects. Do not plan new programs that are beyond your means or that cannot be sustained without continued Endowment funding.

Grant Amounts

Applicants notified that a grant has been recommended at less than the amount requested will be asked to revise the project budget. The revision may involve a reduction in the scope of activities and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Matching Funds

Grants to organizations may be used to pay no more than half the total cost of any project. Under the provisions of the NFAH Act of 1965, as amended, one of the primary goals of the National Endowment for the Arts is to develop and strengthen the financial condition of the nation's quality arts organizations and cultural institutions. Specifically, it is a major objective of the Arts Endowment, through its grant assistance programs, to increase the range, level, and stability of grantee organizations' private sector support, and thus the organizations' ability to engage in long-term planning of both a financial and programmatic nature.

Accordingly, while it is not a condition of grant awards that Endowment funds must be matched on a one-to-one cash basis, the use of cash contributions for matching purposes is encouraged, in view of the objectives of the Endowment's assistance programs and the stringent OMB record-keeping criteria.

(Continued on next page)

Matching Funds, continued

Funds from other federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

Fellowships to individuals are made on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merits, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. In some categories, the status of any grants you have already received will be taken into account in the review of your application.

Acknowledgment of Endowment Support

If you receive a grant, all published materials and announcements regarding the project must credit the Endowment. If the Arts Endowment is listed as one of a number of donors, its placement in the list should have an appropriate relationship to other sources of support.

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publication Division of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information, call or write:

Library of Congress
Cataloging-in-Publication Division
Washington, D.C. 20540
202/287-6372

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.

After applications are received, they are checked for completeness by the Museum Program staff, and then reviewed by the Museum Panel, a rotating committee of experts from the museum field. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified. Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Late applications will not be considered. Incomplete applications will be jeopardized in the review process.

Changes in the Fiscal Year 1984 Guidelines

Applicants should take special note of the major guideline changes outlined below. Since there are other changes as well, applicants are urged to read these guidelines carefully.

- Wider Availability of Museums has been discontinued as a separate category. Outreach and education projects undertaken by museums or by other organizations without permanent collections are now eligible under Utilization of Museums Resources (a revised version of the former Utilization of Museum Collections category).

- The Conservation category now offers support for the purchase of equipment for conservation laboratories at regional conservation centers as well as at museums.

- A new Special Projects category has been introduced to respond, on a highly selective basis, to innovate and exemplary projects not eligible elsewhere in these guidelines.

Categories of Funding

Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions of borrowed works primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as education programs, performing arts activities, and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations may submit more than one application in this category.

Organizations requesting funds to borrow exhibitions may *not* include rental fees in their applications *if* the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Exhibitions of privately owned collections generally will not be funded. Nor will exhibitions that include works by the exhibition's curator, organizers, or applicant's staff, paid or unpaid. Grants may not be used to pay for opening receptions.

Applications for support of temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Utilization of Museum Resources (see page 9.)

Grant Amounts and Matching Requirements

There is no grant maximum for organizing an exhibition. Grants of up to $20,000 are available to help institutions borrow exhibitions.

Grant awards up to $20,000 must be matched on at least a 1:1 basis; grant awards from $20,000 to $60,000, on a 2:1 basis; and grant awards of $60,000 or more, on a 3:1 basis whether or not the Treasury Fund method is used. (See also page 18.)

Period of Support and Deadline Dates

A grant period of more than one year is allowed.

Projects should begin between October 1, 1983 and September 30, 1984. The period of support should span the amount of time necessary to plan, execute, and close out the project. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Special Exhibitions Supplementary Information Sheets (pages 33-36) and return them with the application form.

If you receive a grant for an exhibition that includes a catalogue, you must provide 80 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

(Continued on next page)

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information contact:

Museum Program
National Endowment for the Arts
Washington, D.C. 20506
202/634-6164

Museum Collections and Resources

Utilization of Museum Resources

This category is designed to help organizations make greater use of museum collections and other resources primarily of artistic significance. Grants are available for:

- Reinstallation: Up to $75,000 to help museums:

  — Install works from their permanent collections.
  — Mount temporary exhibitions of their permanent collections.
  — Prepare and publish exhibition catalogues directly related to the above activities.

  Grant awards up to $50,000 must be matched on at least a 1:1 basis, and grant awards of $50,000 to $75,000 at least 3:1 whether or not the Treasury Fund method is used. (See also page 18.)

- Collection Sharing: Up to $75,000 for:

  — Extended loans to or from one or more museums or other organizations. (Applications may be submitted by the lending or borrowing institution. Planning as well as implementation grants are available.)
  — Touring exhibitions of their permanent collections. (Applications for exhibitions of borrowed works or works from other museums' permanent collections should be submitted under the Special Exhibitions category, page 8.)
  — Exhibition catalogues directly related to the above activities.

  Grant awards up to $50,000 must be matched on at least a 1:1 basis, and grant awards of $50,000 to $75,000 at least 3:1 whether or not the Treasury Fund method is used. (See also page 18.)

- Education: Up to $25,000 for:

  — Programs that make a museum's own permanent collection more widely available to the public, including museum education and outreach programs.
  — Outreach and education projects undertaken by exhibition spaces, museums, and other organizations without permanent collections.

  Grant awards must be matched on at least a 1:1 basis.

  Utilization grants may be used to purchase material needed for installation. They may not, however, be used to pay for major structural modifications of a building.

  Institutions seeking support for extensive conservation treatment of objects to be included in an installation should apply under Conservation (see page 11). Organizations seeking support for outreach/education projects based on special exhibitions should include the costs of such projects as part of their request under the Special Exhibitions category (see page 8).

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Period of Support and Deadline Dates

A grant period of more than one year is allowed.

The period of support should span the amount of time necessary to plan, execute, and close out the project. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Utilization of Museum Resources/Catalogue Supplementary Information Sheet (page 37) and return it with the application form.

If your application includes a request for catalogue support, you must provide 80 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

Institutions must have submitted final reports on any Utilization of Museum Collections grants awarded prior to fiscal year 1982. Institutions seeking support for outreach/education projects must have submitted final reports on any Wider Availability of Museums or Museum Education grants awarded prior to fiscal year 1982.

Catalogue

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Grants are available for:

- Documentation: For the cataloguing of uncatalogued or inadequately documented permanent collections. Support is not available for computerization projects.

- Publication: For research and preparation of catalogue copy for publication. The services of an outside consultant may be included in your budget, if appropriate. Publication of scholarly catalogues or handbooks related to collections is also eligible for funding.

Applicants seeking support for the production of a catalogue of the permanent collection should request aid either for research or for publication, but not for both. Applicants may apply for publication in a subsequent year whether or not funding is received for research.

If you have previously received grants under this category, the status of any outstanding grants will be considered in application review.

Applicants seeking support under Utilization of Museum Resources should include costs of accompanying catalogues in those applications. Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see page 8).

Grant Amounts and Matching Requirements

Grant requests of up to $75,000 will be considered. Grant awards must be matched at least 1:1.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Utilization of Museum Resources/Catalogue Supplementary Information Sheet (page 37) and return it with the application form.

You must provide 80 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

Conservation

This category is designed to help museums conserve collections primarily of artistic significance. Works undergoing conservation treatment must be wholly owned by the applicant institution. All grants are made on at least a 1:1 matching basis. Grants are available for:

- Conservation Planning: Up to $10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

  Applicants must complete the Conservation Planning Supplementary Information Sheet (page 39) and return it with the application form.

- Conservation of Collections: Up to $25,000 for:

  — Treatment projects executed within a museum's own conservation facilities or by an outside facility.
  — The purchase of major equipment for a conservation laboratory at a museum or regional conservation center. Requests for equipment purchase should be submitted in a separate application from requests for treatment projects. Equipment costs are the only allowable expenses in equipment purchase applications.

  Each institution may submit no more than one application for treatment project(s) and one for equipment purchase under this deadline.

  Applicants must complete the Conservation of Collections Supplementary Information Sheet (page 41) and return it with the application form.

- Conservation Training: Institutions may request up to:

  — $100,000 for existing training centers.
  — $ 10,000 for short-term training workshops for museum staff.
  — $ 10,000 for master-apprentice internship programs.

  Individuals are not eligible in this category.

  Applicants must complete the Conservation Training Supplementary Information Sheet (page 43) and return it with the application form.

  Applicants must have submitted final reports on any Conservation grants awarded prior to Fiscal Year 1981.

Period of Support and Deadline Dates

A grant period of up to 18 months is allowed, except for conservation internships (under Conservation Training) where a longer period of support is possible. See Application Calendar inside the front cover of these guidelines.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: These should identify problems and recommend solutions, including a specific renovation plan and cost estimates.

- Implementation: Grants in this area support renovation projects for which careful plans and cost estimates have been developed.

Grants in this category are *not* awarded for new construction or renovation of galleries, except when directly related to climate control, security systems, or storage facilities.

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Grant Amounts and Matching Requirements

There are no set grant amounts in this category. Grant awards for survey projects must be matched 1:1. Grant awards for implementation projects must be matched at least 1:1, with substantial projects generally requiring a higher match. Implementation grants may be made through the Treasury Fund Method (see page 18).

Period of Support and Deadline Dates

A grant period of up to one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Collection Maintenance Supplementary Information Sheet (page 45) and return it with the application form.

Special Projects

This category is designed to respond to innovative and exemplary projects that will have a broad impact on the museum field and that are not eligible under the other categories described in these Guidelines. Projects must be consistent with the purposes of the Museum Program as outlined in the Introduction on page 4. Only a limited number of projects of national or regional significance will be supported.

Organizations interested in applying must contact the Museum Program (202/634-6164) before applying.

Professional Development

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to programs designed to increase the expertise of existing staff and proposals that specifically include training for people from minority groups. All grants go directly to institutions, not individuals.

Projects may include:

- Programs designed to prepare existing staff for more responsible positions.
- Formal continuing education programs, including workshops and seminars directed to mid-career professional training and development.
- Internships provided by a museum.
- Apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, and carpenter.
- Graduate-level programs in curatorial training, museum administration, or museum education, conducted jointly by museums and universities.
- Undergraduate programs, especially those for minorities or in special disciplines.

Grant Amounts and Matching Requirements

Grant awards of up to $60,000 requiring a 3:1 match are available for formal training programs.

Grant awards of up to $20,000 with a 1:1 match are available for support of internships and apprenticeships. These grants (Endowment and matching funds) may be used for stipend support and travel only.

Period of Support and Deadline Dates

A grant period of up to two years is allowed for formal training programs. A grant period of up to one year is allowed for other types of projects. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Museum Training Supplementary Information Sheet (page 47) and return it with the application form.

Museum Sabbaticals

This category is designed to help museums develop and implement programs of sabbatical leaves for professional staff members. Endowment funds may be used to help cover the expenses of the sabbaticals and/or to help museums fund temporary replacements while staff is away. Grants in this category, however, may not overlap with funds provided under Fellowships for Museum Professionals.

Support in this category is intended to help museums develop their own *ongoing sabbatical programs* rather than provide a single sabbatical. Each sabbatical should cover at least two non-vacation months.

It is anticipated that a limited number of grants will be awarded. The quality of the applicant institution and the merit of the proposed sabbatical program will be primary considerations in the review of applications.

Grant Amounts and Matching Requirements

Grant awards of up to $25,000 per museum are available. All grants will be made on a 1:1 matching basis. The nature of the proposed program, particularly the number of individuals to be involved and the length of the sabbaticals, will help determine grant amounts. It is anticipated that funding at or near the maximum level would be made only for programs providing sabbaticals to at least three staff members. These sabbaticals would not have to be concurrent, but could be scheduled over a period of up to three years.

Period of Support and Deadline Dates

A grant period of up to three years is allowed. Museums may, for example, schedule one sabbatical a year over a three year period. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

In Section IV of the application form, describe: 1) your museum's overall plan for a sabbatical program, including selection policies and procedures; 2) the positions and salaries of staff members who would be eligible for sabbaticals; 3) the length of time each sabbatical would last and the overall schedule for all proposed sabbaticals; 4) the specific uses to which the museum would put Endowment funds; and 5) plans to continue the program beyond the period of Endowment support.

Also note on the application form if any members of your museum staff have applied or intend to apply this year for a Fellowship for Museum Professionals. Application by your institution under this category will not preclude consideration of your museum's staff members under the fellowship category. Individuals, however, may not receive concurrent support under both categories.

Fellowships for Museum Professionals

This category allows museum professionals to conduct arts-related independent study or to travel, write, engage in community projects, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

Fellowships are *not* awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences.

Eligibility

Professionals who have served on a museum staff for at least one year may apply.

Grant Amounts and Matching Requirements

Fellowships will not exceed $10,000 and most will be for considerably less. Amounts will be based on travel requirements and need for materials. In most cases, salary support will not be included in the fellowships; institutional support in the form of continued salary is expected. Fellowships need not be matched.

Period of Support and Deadline Dates

A fellowship period of one to 12 months is allowed. See Application Calendar inside the front cover of these guidelines.

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How to Apply

Send three copies of the Individual Grant Application Form NEA-2 (Rev.) to:

Grants Office/MM
National Endowment for the Arts
Washington, D.C. 20506

One copy must be the typed, signed original. Two blank forms begin on page 23 of these guidelines.

Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" × 11") may be used to provide detail.

Attach to your application an itemized budget including travel costs (a detailed breakdown), costs of materials, and salary, if relevant.

The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

Special Application Requirements

Submit with your application a statement from the director or, if the applicant is the director, the chairman of the board of your institution that:

- Grants you a leave of absence for the period of time specified in your application.
- Notes your present salary, and whether or not it will be continued, either entirely or partially, during the proposed leave. The applicant must strongly defend the need for salary support if it is included in the grant request.

Also submit with your application the application acknowledgment card found on the back cover of this booklet.

Additionally, have three individuals who are experts in the field of study provide recommendations in support of your application. These recommendations should address the merits of your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
Washington, D.C. 20506

A delay in the receipt of these recommendations will jeopardize the processing of your application.

Taxability of Fellowships

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

A pamphlet entitled "Tax Information for U.S. Scholars" is generally available at any Internal Revenue Service office. The booklet might be helpful in preparing an application for a fellowship.

Visiting Specialists

Grants in this category help museums obtain visiting specialists to provide temporary consultation services for a specific project. The specialist should be a person of considerable expertise and someone not employed by the applicant institution.

Specialists may work on projects such as:

- Improving a museum's operations in areas such as administration, fiscal management, registration, and installation techniques (including lighting, handling, and storage).
- Establishing suitable museum library systems.
- Planning membership drives and other fundraising activities.
- Increasing and improving a museum's use of media other than print, such as film, video, radio, and television.
- Improving education and public service programs, including those for minority communities.
- Developing a graphics program.
- Finding ways to make a museum's building or programs more accessible to the handicapped.

NOTE: Organizations should not apply under this category for projects that are eligible elsewhere in these guidelines.

Grant Amounts and Matching Requirements

Grant awards of up to $15,000 are available on a 1:1 matching basis. Endowment and matching funds may be used only for costs of the visiting specialists and travel. All other costs are unallowable.

Period of Support and Deadline Dates

A grant period ranging from one to 12 months is allowed. Priority, however, will be given to projects requiring grant periods of less than one year. See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Complete the Visiting Specialists Supplementary Information Sheet (page 49) and return it with the application form.

Other Programs of Interest

If you are interested in contacting any of the programs described below, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Washington, D.C. 20506

Challenge Grants

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. Most recipients of Challenge Grants will be institutions that have received grants under other Arts Endowment programs. Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. (202/632-4783)

Design Arts

The Design Arts Program offers assistance for design projects aimed at the development or adaptation of facilities for artists and arts organizations. (202/634-4276)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. (202/634-6010)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/634-4282)

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers and poets in long- and short-term residencies. (202/634-6044)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and non-profit organizations involved in film, video, radio, and television. (202/634-6300)

Music

The Music Program offers assistance to organizations that present jazz, new music, chamber music, and solo recitalists. (202/634-6390)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations—originated by or for artists—and for forums, including short-term residencies, seminars, workshops, and publications. (202/634-1566)

Other Federal Programs for Museums

Institute of Museum Services
330 C Street, S.W.
Washington, D.C. 20202
202/245-0413

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
202/357-2257

National Endowment for the Humanities
Division of Public Programs
Museums and Historical Organizations Program
Washington, D.C. 20506
202/724-0327

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual;

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in federally assisted projects. Title IX prohibits discrimination on the basis of sex in federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.

- Pay prevailing wages. Organizations must comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, which specifies that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards as recognized by the appropriate union.

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone 301/762-2590.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,[1] the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority[2] participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

[1]Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

[2]"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Methods of Funding for Organizations

Two types of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

NOTE: As the Treasury Fund method of funding has changed from previous years, applicants should read that section carefully.

Program Funds

Program Fund grants to organizations usually must be matched at least dollar-for-dollar by nonfederal funds. Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines for each program.

The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost. Additionally, release of the federal funds is contingent upon an applicant's securing, and documenting for the Endowment, private donations at least equal to the amount of federal funds.

In the past, Endowment Treasury Fund grants were made up of one half federal funds and one half private donations. The private donations were actually made to the Endowment, restricted for the use of the applicant organization. Now, donations may be made directly to the applicant, and documented for the Endowment in accordance with instructions that will accompany the grant award letter. The Endowment's Treasury Fund grants will be federal funds only. (In some cases, gifts may still be made directly to the Endowment on behalf of a specific organization or program.)

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. If the applicant is recommended for a Treasury Fund grant, the Endowment funds will be released only upon receipt at the Endowment of documentation that the organization has secured a pledge or donation for private funds at least equalling the federal monies. The Endowment Treasury Fund grant (all federal funds) must be matched at least dollar-for-dollar by this documented pledge or donation to the grantee organization; the "doubled" amount (½ federal funds; ½ private gift) must in turn be matched at least dollar-for-dollar by the grantee, from earned or other contributed income or a mixture of both.

For example:

Donor's restricted gift to applicant recommended for a grant	$20,000
Amount released from Treasury Fund and total Endowment grant	$20,000
Additional matching funds	$40,000
Minimum total project cost	$80,000

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

General Allowability of Project Costs

Grants are awarded for specific projects, not for general operating support. Project costs are all necessary costs incurred by the grantee in accomplishing the objectives of the grant during the grant period.

Examples of allowable and unallowable costs are outlined below.

Allowable Costs

- Advertising costs when directly related to the project.
- The costs of telephone services, telephone calls, telegrams, radiograms, cablegrams, postage, and the like.
- The cost of services by employees, rendered during the grant period. This cost may include salaries, wages, staff benefits, and pension plans.
- The cost of professional services, rendered by individuals who are not employees of the applicant, when reasonable in relation to the scope of the project.
- The costs of permanent equipment or other facilities where such purchases are approved by the Endowment. The term "permanent equipment" means an item of property that has an acquisition cost of $500 or more and an expected usefulness of two or more years. (In some cases, the Endowment may reserve the right to title of permanent equipment).
- The costs of freight, express, cargo, postage, and other transportation services related to the delivery of goods.
- Travel and subsistence costs, incurred by permanent staff and consultants and necessary for the completion of the project. All travel outside the United States must be by a U.S. flag carrier if service is available. All other travel outside the United States must be approved in writing by the Endowment in advance. Requests for approval of such travel should be addressed to:

  Grants Officer
  National Endowment for the Arts
  Washington, D.C. 20506

Unallowable Costs

- Bad debts—any losses, whether actual or estimated.
- The costs of buildings and repairs that materially increase the value or useful life of buildings, except when provided for in the grant letter. Grant money may not be used for investment in land, except with prior approval from the Endowment.
- Entertainment costs—the costs of social activities, entertainment, meals, lodging, rentals, transportation, gratuities, and exhibition openings.
- Interest paid on borrowed capital, however represented. (Any interest accrued on federal money must be returned to the Treasury.)
- Costs incurred prior to the project, whether or not project-related.
- Grant increases will not be awarded to cover the costs of inflation or other contingencies.
- Costs of collection maintenance should be limited to those expenses directly related to climate control, security, and storage. Expenses such as lighting, floor covering, wall covering, acoustic ceilings, skylights, staircases, and payment of security guards are unallowable costs.

How to Apply

Organizations must send the following materials, as well as those listed in "Special Application Requirements" for their category, under one cover to:

Granst Office/MM
National Endowment for the Arts
Washington, D.C. 20506

1. **Three copies** of the Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. See page 21 for specific instructions on completing this form.

2. A copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.

3. The Assurance of Compliance Form which appears on page 31. All applicants must submit a completed form whether or not one has been submitted previously.

4. The self-addressed application acknowledgment card which appears on the back cover of these guidelines.

Only the Grant Application Form and the appropriate Supplementary Information Sheet must be submitted in triplicate. If you are including other supplementary materials, submit only one copy.

Materials submitted to the Endowment generally will not be returned to the applicant. If you are submitting materials which are expensive or difficult to replace, please contact the Museum Program before applying.

(Individuals should refer to "Fellowships for Museum Professionals" on page 14 for instructions on how to apply.)

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)

These instructions are keyed to the numbered sections of the application form found immediately following.

I. Applicant organization. The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

II. Category under which support is requested. Please indicate the appropriate category:

Special Exhibitions
Utilization of Museum Resources
Catalogue
Conservation
Collection Maintenance
Special Projects
Museum Training
Museum Sabbaticals
Visiting Specialists

III. Period of support requested is the span of time necessary to plan, execute, and close out the proposed project.

IV. Summary of project. Use only the space provided to specify clearly how the requested funds will be spent. Use standard size type; do not photoreduce.

V. Estimated number of persons expected to benefit from this project is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. Summary of estimated costs is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. Total amount requested from the National Endowment for the Arts. The amount requested should be rounded down to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

If applying for a Treasury Fund grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information on page 18.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants, and Revenues"), equal the total cost of the project.

VIII. Organization total fiscal activity.

A. Expenses should include Arts Endowment projects funded and anticipated.

B. Revenues, grants, & contributions should include Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the project.

1. Salaries and wages must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

(Continued on next page)

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.), continued

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $500 with an estimated useful life of less than two years.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing over $500 with an estimated useful life of two or more years. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, photocopying, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Washington, D.C. 20506 or another federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds. Funds from other federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

A. **Contributions:**

1. **Cash** donations anticipated for the project, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. **Revenues** include all other funds, regardless of source, expected to be used on this project.

XI. **State Arts Agency notification.** The Endowment urges each applicant to advise its state arts agency that this application is being made.

XII. **Application to Other Federal Funding Sources.** Indicate any federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.

XIII. **Certification.**The application must be signed by an official of the applicant organization with legal authority to obligate the organization.

Museum Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year
		Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

		Total costs of project (rounded to nearest ten dollars)
A. Direct costs		
Salaries and wages		$
Fringe benefits		
Supplies and materials		
Travel		
Permanent equipment		
Other		
	Total direct costs	$
B. Indirect costs		$
	Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____
Add fringe benefits $ _____
Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____
Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued) **3**

4. Permanent equipment

	Amount
	$
Total permanent equipment	$

5. Fees for services and other expenses (list each item separately)

	Amount
	$
Total fees and other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____ Amount $ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash

	Amount
	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount
	$
Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. To what other federal funding sources have you applied since October 1, 1982, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively, and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 20 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year
		Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued) **3**

4. Permanent equipment

	Amount $
Total permanent equipment	$

5. Fees for services and other expenses (list each item separately)

	Amount $
Total fees and other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____ Amount $ _____

X. Contributions, grants, and revenues (for this project) Amount

A. Contributions

1. Cash

	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	$
Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. To what other federal funding sources have you applied since October 1, 1982, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively, and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 20 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972.

_____ (hereafter called the "Applicant") **Hereby Agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

_____

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½ ″ × 11 ″) with these Sheets.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Dates:

2. What is the signficance of this exhibition? How does it fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition.

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

4. Please list major works that will be included or are being considered, and indicate the degree of commitment of lending institutions. Approximately how many works will be in the exhibition? If proposed works or artists are not well known, please submit representative slides or other visual material with your application.

5. Will the exhibition be circulated? If so, please list exhibitors and their degree of commitment. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

6. Please describe any special methods that will be employed to enhance public response to the exhibition.

7. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition

_____ Sale of catalogues/royalties

_____ Other

_____ **Total**

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

Name of Applicant _____

8. Exhibition catalogue:

a) Who will write the catalogue essays? In the space below, please provide brief biographical information.

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format, costs, and revenues:

Total number of pages	_____	Total cost	$_____
Black/white illustrations	_____	Unit price	$_____
Color plates	_____	Sales price	$_____
Total run	_____	Anticipated revenues from catalogue sales	$_____
Translation costs	_____		

e) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

f) How will the catalogue be distributed? Who will hold copyright?

g) Please include two examples of catalogues produced by your museum during the past two years.

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

9. Please describe measures that will be undertaken to protect works in the exhibition.

a) Security measures:

b) Fire protection system:

c) Atmosphere control system:

10. In the space provided, describe briefly the qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided):

11. If the works to be shown are of a particularly fragile nature, describe any special precautions taken to protect them.

Utilization of Museum Resources/Catalogue Supplementary Information Sheet

(NOTE: This one sheet is to be used by applicants under both the Utilization of Museum Resources and the Catalogue categories. Leave blank any items that are not applicable to your request.)

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection to be loaned, installed, or catalogued. If proposed works are not well known, please submit representative slides or other visual material with your application.

b) existing catalogues of all or part of the collection involved (these cannot be returned).

c) a sample entry, if this project will result in a catalogue or other documentation.

2. Please describe the need for this project and explain how this program complements the goals of your institution.

3. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project.

4. Catalogue format, costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Translation costs	$_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

5. If a publication, how will the catalogue be distributed? Who will hold copyright?

(continued on next page)

Utilization of Museum Resources/Catalogue Supplementary Information Sheet (continued)

6. Has the collection ever been exhibited? If so, when and under what circumstances?

7. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment). Please provide interim reports on any uncompleted catalogue projects funded by the Arts Endowment.

8. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. Will costs be shared evenly by participating museums? If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

9. Whom is this project intended to serve and how?

10. If this request is for an education project, will fees be charged for the services to be provided? If so, on what basis?

Conservation/Conservation Planning Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please attach one copy of a checklist or representative listing of works in the collection.

2. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below.

3. How much have you budgeted over each of the last three years for conservation of the permanent collection?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please describe your conservation needs. If you are requesting assistance for equipment purchase, how will this equipment help address these needs?

2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below.

3. How much have you budgeted over each of the past three years for conservation of the permanent collection?

4. If you have received previous Conservation/Planning or Conservation/Conservation of Collections grants and have not submitted a Final Descriptive Report, please include with this application.

5. If you are applying for a treatment project, please submit a proposed treatment report on each object to be considered. Such reports should include identification of the works, present condition, and proposed treatment. A Treatment Report Form is on the reverse side of this sheet. You may use this form or provide the information requested in your own format. Treatment reports need not be submitted in triplicate.

Conservation/Conservation of Collections Treatment Report

Submit one copy of a treatment report for each object to be considered. You may use the following form or submit the equivalent.

Please have the following treatment report completed by a conservator. Use photocopies for reports on each additional object. Photographs of the work are helpful.

Name of conservator: _____

Date of examination: _____

Title of work: _____

Date: _____

Medium: _____

Dimensions: _____

Owner of work: _____

In the space provided, describe the condition of this work:

What is your proposed treatment? What materials/equipment are required?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please attach a sheet with information on the placement of graduates of this program.

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe the aspect(s) of your institution's collection to be affected by this project.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below.

3. Please attach one copy of:

a) estimates for Survey projects;

b) completed surveys and bids or estimates for Implementation projects.

Museum Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½ ″ × 11 ″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program and, if applicable, the degree to which professionals from cooperating museums participate in course planning and teaching.

4. Please describe any intern program or other on-the-job training included in your program.

5. Please provide a brief evaluation of the results of this program to date, including, if applicable, a list of museum positions currently held by members of the three most recent graduating classes.

6. Where relevant, please attach a syllabus of the course(s) offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Visiting Specialists Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½ ″ × 11 ″) with this Sheet.

Name of Applicant: _____

1. How is this project related to other activities of the museum?

2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from the visiting specialist confirming his/her availability.

3. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

Museum Program

Individual Grant Application Form NEA-2 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, Washington, D.C. 20506

1. Name (last, first, middle initial)

2. Present mailing address/phone

3. Permanent mailing address/phone

4. Category under which support is requested:

   Fellowships for Museum Professionals

5. U.S. Citizenship ☐ Yes ☐ No Visa Number _____

6. Professional field or discipline: _____

7. _____
   Birth date
   _____
   Place of birth

8. Period of support requested:
   Starting _____
   month day year
   Ending _____
   month day year

9. Description of proposed activity:

10. Amount requested from National Endowment for the Arts: $_____
    Allocated as follows: Time $_____ Materials $_____ Travel $_____

11. Career summary or background (if additional space is needed, you may staple supplemental sheets to the application.)

12. Education

Name of institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

14. Present employment

Employer	Position/Occupation	Salary

15. Prizes/Honors received	Membership professional societies

16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

x _____ _____

Signature of applicant Date

Privacy Act
The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

National Endowment for the Arts
Washington, D.C. 20506

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for the Arts

NEA
202
1984

FY 84 Museum Program **Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. This card will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts.

Project: _____

In all future inquiries, please refer to your application number which is:

_____

Application Number—Arts Endowment Use Only Date

National Endowment for the Arts
Washington, D.C. 20506

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